



SUPERIOR COURT

COUNTY OF MADERA, STATE OF CALIFORNIA

ANNOUNCEMENT OF EXAMINATION

FINANCIAL ANALYST

\$3300 - \$4011/Month

The individual hired for this position will be subject to a Furlough Program which will result in the reduction of the advertised salary.

Final Filing Date: March 6, 2015 by 12:00 noon

THE POSITION:

Under general direction, to perform and assist in a wide variety of responsible budgetary, financial, administrative, and analytical support duties; to process invoices and claims for payment; to track grant information and billing; to perform a variety of office support functions; and to do related work as required.

SUPERVISION EXERCISED:

May exercise functional supervision over lower level staff.

IMPORTANT AND ESSENTIAL DUTIES:

- Provides administrative support in assisting the Chief Financial Officer and Court Administration with the financial activities of the Court.
- Performs a broad range of tasks and special projects as assigned.
- Performs a variety of assigned duties including purchasing, data processing, or other specialized programs.
- Assists in the planning and organization of the fiscal operations and functions of the court including, but not limited to, statistical research and analysis, budget preparation, financial planning, audits, processing and balancing of financial documents, preparation of accounts payable/receivable and transfers between accounts, purchasing, revenue accounting and collections.
- Compiles information from various sources for reports for Court Administration and the Judicial Council of California.
- Enters payroll data on spreadsheets and post to SAP.
- Tracks and prepares prison reimbursement packets.
- Tracks grant information and billing.
- Processes invoices and claims for payment.
- Obtains bids for purchases.
- Maintains records of all fixed assets.
- Prepares deposits.
- Processes signed orders and claims for payment for Court Appointed Counsel.
- Assist in mail processing and distribution.
- Performs general secretarial duties.
- Utilizes a personal computer, various software programs and office equipment.

An Equal Employment Opportunity/Affirmative Action Employer

KNOWLEDGE,SKILLS AND ABILITIES:

Knowledge of:

- Principles and practices related to assigned programs such as, but not limited to, purchasing, finance, budgeting, personnel and other related programs.
- Principles and procedures of financial, statistical, and administrative record keeping.
- Research and reporting methods, techniques, and procedures.
- Sources of information related to a broad range of programs, services and functions related to area of assignments.
- Functions and operations of the assigned office.
- Office methods, procedures, and equipment, including filing systems, receptionist and telephone techniques.
- Theory, principles, and practices of accounting and auditing.
- Principles of letter and report writing.
- Basic mathematical principles.
- English usage, spelling, grammar, and punctuation.

Skill to:

- Operate modern office equipment including computer equipment.

Ability to:

- Interpret Court policies and procedures.
- Perform administrative work involving the use of independent judgment and personal - initiative.
- Research, analyze, and evaluate programs, policies, and procedures.
- Prepare and audit claims for payment.
- Perform a variety of office assistance assignments with limited guidance and supervision.
- Prepare clear and concise correspondence and reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive, effective and harmonious working relationships with those contacted in the course of work.

OTHER JOB RELATED DUTIES:

Performs related duties and responsibilities as directed.

MINIMUM QUALIFICATIONS:

Requires two years of responsible administrative and analytical experience involving the collections, compilation, and analysis of financial, budgetary, or administrative data **AND** a Bachelor's degree from an accredited university or college with major course work in public administration, business management, finance administration, or a related field **OR**

four years of responsible administrative and analytical experience involving the collections, compilation, and analysis of financial, budgetary, or administrative data **AND** an Associate Arts degree from an accredited university or college with major course work in public administration, business management, finance administration, or a related field. Additional qualifying experience may be substituted for the desired education on a year-for-year basis.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, an appropriate, valid driver's license or must be able to provide self-arranged transportation.

SPECIAL REQUIREMENTS:

Essential duties require the following physical skills and work environment: Ability to work in a standard office environment and some ability to travel to different sites and locations.

PHYSICAL EXAMINATION REQUIREMENTS:

As a condition of employment with the Superior Court, County of Madera a candidate may be required to complete a review of medical history and employment examination given by the Madera County Health Department and/or health care professional designated by the Superior Court, County of Madera.

BACKGROUND CHECK REQUIREMENTS:

The final candidate will be required to submit to Live Scan Fingerprinting as a condition of employment should an offer be made. In addition, the final candidate will be required to submit verification of identity, citizenship or legal right to work in the United States.

EXAMINATION PROCESS

A qualifications appraisal for the purpose of appraising the candidate's education, experience, and personal qualifications will be scheduled for those candidates who meet the minimum qualifications and may be administered either by a written examination, oral interview, evaluation of education and experience or any combination of qualifications appraisal determined by Human Resources to be appropriate. Human Resources may limit the number of qualified applicants eligible to participate in the examination process.

BENEFITS

Includes 13 paid holidays per year; 1 sick leave day per month (unlimited accrual); 2 weeks paid vacation after 1 year and accruals increasing thereafter with years of service (45 days max). Membership in the California Public Employees' Retirement System (CalPERS) pursuant to the provisions of California's 2013 Pension Reform Act (Act) and CalPERS Regulations. For those individuals with current or prior CalPERS membership status or a "classic member" will be eligible for an enhanced 2.7% @ 55 retirement formula (based on the highest 12 months; employee contributes 8%). Individuals with no current or prior CalPERS membership status and who are defined as "new members" or new employees under the Act, will be eligible for the 2% @ 62 retirement benefit formula (based on the highest 36-months with the employee paying at least ½ of the normal retirement cost). Court offers a Health Benefit Program where certain selected health plans, the Court pays 100% of health insurance premium for employee and 50% for either two-party or dependent coverage. Additional longevity pay after 10, 15, and 20 years of service.

FINANCIAL ANALYST \$3300 - \$4011/Month

The individual hired for this position will be subject to a Furlough Program which will result in the reduction of the advertised salary.

Final Filing Date: March 6, 2015 by 12:00 noon

HOW TO APPLY

Please review the Application Guidelines for the application requirements. The application is required to apply. A resume may be included with the application but will not be accepted in lieu of an official application. The "Employment History & Experience" section of the application form must be completed in its entirety. Failure to fully complete the application and/or sign the application will result in disqualification.

An application and job announcement may be obtained by accessing the Madera Superior Court website at: www.madera.courts.ca.gov or by visiting the Madera Superior Courts Human Resources Division. Office hours are Monday - Friday, 8:00 am – 5:00 pm.

MAILED APPLICATIONS:

If an application is mailed, the application and all required documentation must be received by the final closing date and time indicated. An application may be mailed to:

**Madera Superior Court
Human Resources Division
209 West Yosemite Avenue, Madera, Ca 93637**

NOTE: Postmarks, emails and faxes are not accepted.

ADA ACCOMMODATIONS:

If you are a person with a disability and in need of accommodations during your interview, please contact our office at 559-661-5197.

THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. MADERA COUNTY SUPERIOR COURT RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN. SUCH REVISIONS WILL BE IN ACCORDANCE WITH MADERA COUNTY SUPERIOR COURT PERSONNEL POLICIES AND STANDARDS. QUESTIONS REGARDING THIS ANNOUNCEMENT MAY BE DIRECTED TO MADERA COUNTY SUPERIOR COURT HUMAN RESOURCES DIVISION.

Revised February 23, 2015

An Equal Employment Opportunity/Affirmative Action Employer